

INSTRUCTIONS FOR SUBMITTING A FY2009 MODIFICATION APPLICATION PACKAGE

PART I - ADMINISTRATIVE INFORMATION

- Complete all information, sign and date.

PART II - PERSONNEL

- **If the names currently on file have changed, Part II must be completed and submitted. All required educational, employment and training information; and documentary evidence in support of education, training and experience (transcripts, training course certificates, resumes, etc.) must be included.**
- If a new category has been added in Part III, for ELCP and primary NELAP applications, include the name(s) of the supervisor for that category and supporting documentary evidence.
- Documentary evidence is not required for laboratories seeking only secondary NELAP accreditation but changes to the lead technical director, technical director and QA officer must be listed in Part II and submitted.

PART III - ANALYTICAL TESTING PARAMETERS

- If your company wishes to modify (add or drop) its current certification status, a full Part III (or just the needed pages) can be downloaded from our WEB site at <http://www.nj.gov/dep/oqa/labcert.html>.
- Enter a “D” next to the parameter(s) in which your company would like to drop.
- Enter an “A” next to the parameter(s) in which your company would like to apply for ELCP or primary NELAP certification and **circle the approved method(s) under the “Approved Method” section** that your company will use for each indicated parameter.
- For parameters where secondary NELAP accreditation is sought, enter the following information under the **NELAP ID** and **Status** section of Part III:

Enter the two letter code for the Primary State and the page and line number of the corresponding parameter and method that are listed on your Primary’s **Scope of Accreditation Analyte List**- (e.g. FL-p4-15, which means that Florida is the Primary Accrediting Authority, the parameter is on Page 4, Line 15 of the Primary’s **Scope of Accreditation Analyte List**). Page #'s and line #'s may have to be added to the **Scope of Accreditation Analyte List** by the laboratory. If the lab is requesting more than one matrix, a reference must be listed for each matrix. Also, **circle the approved method** that your company will use for each indicated parameter under the “Approved Method ” section.

NOTE: For Part III- Submit only pages on which you have entered information.

FEE PAYMENT

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your Modification Application. When calculating fees, please refer to the [N.J.A.C. 7:18-2.9 Fee Schedule](#) (PDF). A modification fee is required when additional parameters are requested other than during the renewal period. Only the administrative fee of \$236.00 is required when adding parameters to a category for which the company currently has status. The administrative fee of \$236.00 plus the category fee (see fee schedule) for which the company seeks certification is required when adding parameters to a new category. If the company seeks to drop parameters there is no cost.